



Précis and action points from the **Professional Development Committee** meeting held on Tuesday 19th August at CSE, Heriot Watt University

Present

Catriona McAllister (Chair) (CM)
 Jacqui Stone (JS)
 Lorna Cruickshank (LC)
 Anne-Marie Hughes (AMH)
 Grant Reilly (GR)
 Alex Cooper (AC)

Apologies

Paul Blake (PB)

In attendance

Sarah Gandon (SG)

WELCOME, AND SCENE SETTING

1. CM welcomed everyone to the meeting and everyone introduced themselves.
2. *Meeting of 20th May 2008* – the minutes were reviewed and approved as an accurate record. Proposed by AMH, seconded by JS

CONFERENCE DEBRIEF

3. Round the table thoughts about conference
 - AMH: Excellent conference, great speaker, congrats to JS. Congrats to Dundee
 - GR: Good for networking.
 - SG: JS needs more support as it grows
 - LC: Good social opportunity and good question and answer session
 - CM: Relevant, good atmosphere, Special Interests lead to better networking. PDC need to support organisers more.
 - AMH: Shirley Webb was not only a guest but a graduate and stood up for SUS/ ideology.
4. Only 17 Feedback forms were received which is disappointing as constructive criticism is used to enhance the event for future years. The feedback from these forms was considered: we need to look at break out management in general; lunch needed more variety and more seating. Numbers look to have been the same this year as they were last year. Need to tap into academics for future years.
5. JS will send thanks to Dundee for superb hosting.
6. Financially the Conference only used £1000 of the £4000 budget that SUS keeps aside for this event. This was due to many things such as sponsorship, no costs for facilities at Dundee and using cheap options for some things without compromising quality which is brilliant news.

CONFERENCE 2009

7. Heriot Watt will host the conference 2009 on the 8th/ 9th/ 10th June (subject to confirmation by Exec).
8. HW are hoping to use the Edinburgh Conference Centre for the Conference and the Business School for Presidents Training day.
9. Want to make it different and innovative. Possibly use round tables for the main conference room with partitions in the room for break-out sessions.
10. Catering will be through the university. Thought is being given to a black tie dinner possibly offsite. Murrayfield or Dalmahoy suggested as possibilities for dinner.
11. Operations Special Interest Group would like to be wider and stronger. Get specific speakers for them, eg from QUEST
12. Book your break out session when you book to come.
13. Everyone to keep themes and topics in mind, AMH suggested All For One and One For All!"

SPARE COMMITTEE POSITION

14. Still an empty seat for a department person. However JS has a few people in mind to approach.

ACTION

JS

All

JS

CHRISTMAS SEMINAR 08

- | | | |
|-----|---|----|
| 15. | Would like to go to QMU this year. They are keen to host and get involved with SUS. It's just off the A1 and the lecture facilities are all there. Train Station on Campus | |
| 16. | 11 th December is the provisional date. | |
| 17. | All of the committee agreed that it was ok to have both the Seminar and Conference in Edinburgh as they are at different uni's. Exec to sign this off. | |
| 18. | CM suggested Julie Gillespie as a guest speaker for the seminar and will contact her to find out her availability. – she may be able to do Conference too (break out session) | CM |
| 19. | Mark Beaumont will be approached by GR as JS wants to try and launch cycling at SUS and he would be a good speaker for that. Cycling ticks all 3 SUS aims, competitive, innovative and active. AC suggested that St Andrews Cycling Club would be keen on Cycling being part of SUS | GR |
| 20. | Want a "University of Sport" update and possibly a CG2014 update | |
| 21. | EGM and Directors Forum need to be scheduled in. | |
| 22. | Put the date on the website | SG |

SPECIAL INTEREST GROUPS

- | | | |
|-----|--|----|
| 23. | Elite Sport and Operations. | |
| 24. | Elite will be headed up by Debby Sergent from St Andrews. S + C session was aimed at this group at Conference. DS is trying to set up a forum/ meeting as they think it is a good networking opportunity. | |
| 25. | Operations- only 7 people attended. They talked about how SUS can impact them on a daily basis and certain things that the SUS network can be used for, i.e. Buying power, training and courses. A page on the website to facilitate this would be good. And getting people to put stuff like courses on it. Sending personal invites and getting the directors to support it more would help get more people involved. Talked about a quality mark equivalent of QUEST? A uni sector one? | |
| 26. | Work on getting a day for Op's | CM |
| 27. | Administrators to have another one day event | JS |

E NEWSLETTER

- | | | |
|-----|---|--|
| 28. | Image are working on it and JS is trying to get it sorted | |
| 29. | LC suggested getting Filippo's support with putting pressure on Image to get it done. | |

MARKETING STRATEGY

- | | | |
|-----|--|-----|
| 30. | JS handed out a brief of the Marketing Strategy and asked for feedback. | |
| 31. | LC: Looks good for PDC actions as once they are done they just need continuously reviewed. | |
| 32. | PDC need to think about producing an introductory flyer that will replace the current postcard which does not have enough info. | All |
| 33. | JS to e-mail AC and GR the possible SUS page for their handbooks. | JS |
| 34. | Suggestion that SDC info should go in uni handbooks. This is more likely to be achievable for next year. – they need to be targeted at the right time and a page made ourselves. | |
| 35. | Possibility for Annual report to be made glossy and sent out to all stakeholders. | |
| 36. | James Williamson (Cross Country SDC and journalist for the Dundee Courier) is going to help with the media section of SUS. | All |
| 37. | Market Research, there are lots of area's where we feel we need more information. Need to let people know that SUS want volunteers/ researchers. | |

STUDENT HANDBOOK

- | | | |
|-----|--|-----------|
| 38. | AC and PB to build on what is there so far. Think of more that can go in it and take it to the AU Forum for suggestions. | AC and PB |
|-----|--|-----------|

AUDIT

- | | | |
|-----|--|-----------|
| 39. | Have a look to see if anything is missing. AMH asked if we can add a question on how many uni's are doing Body Training Systems. | All |
| 40. | Ask AU Forum how easy it is to fill in. | AC and PB |
| 41. | Use it to highlight sports that potentially should become SUS sports | |
| 42. | NASS: What are BUCS doing about it? May need a check box on the front to indicate if you are happy for the info you provide to be passed on to BUCS. | JS |

43. Last year we did analysis internally which has no cost attached to it and are planning to do that again.

AOCB

44. JS handed out the committee introduction packs and t-shirt sizes were given to SG who will send them out.

SG

FUTURE MEETING DATES

- 14th October 2008 – RGU
 25th November 2008 – Strathclyde
 3rd February 2009 – St Andrews
 24th March 2009 – Dundee
 5th May 2009 – SUS HQ

Actions List

Send thanks to Dundee for Conference 08	JS
Check with Exec for Conference and Seminar Venues	JS
Think about topics and themes for conference	All
Approach possible representatives for an ops person on PDC	JS
Contact Julie Gillespie about Christmas Seminar	CM
Contact Mark Beaumont about Christmas Seminar	GR
Put Dates on the Website	SG
Organising Special Interest Group Day for Operations	CM
Organise another Administrators day	JS
Think about marketing work – e.g. introductory flyer	All
E-mail GR and AC a SUS Handbook page	JS
Take student handbook to AU Forum for feedback and idea's	AC and PB
Look at questions in Audit	All
Take the Audit to AU Forum to see if Presidents think it is ok	AC and PB
Check with BUCS about NASS for 2008	JS
Send polo shirts to committee members	SG